



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Established by the County of San Diego
Department of Public Works

COUNTY OF SAN DIEGO AIRPORTS

POLICIES AND PROCEDURES

FOR FIXED BASE OPERATORS, LESSEES, TENANTS,
PERMIT HOLDERS, USERS AND VISITORS



ESTABLISHED BY
THE COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
JULY 2006



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CHAPTER 1

PURPOSE OF POLICIES AND PROCEDURES

Purpose of Policies and Procedures

The purpose of Policies and Procedures as outlined in this document is to insure uniformity and consistency of County activities and actions in governing the airports under its control. Fixed Base Operators, Lessees, Tenants, Permit Holders, Users and Visitors (hence forward referred to as 'Users') shall at all times comply with federal, state, and local laws, ordinances, rules and regulations which are applicable to its operations. Users shall display to the County, upon request, any permit, license, or other evidence of compliance with such law.



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CHAPTER 2

AIRPORT IMPROVEMENT

Policy

It is County Airports' policy to enhance the value of San Diego County public use airports in a manner consistent with federal, state and local regulations. It is also Airports' policy to be a catalyst for aviation business development and be an innovator in regional air transportation, thereby increasing the economic vitality of the region.

Plan Check and Approval

Unless stated otherwise below, all plans must be approved in writing by the permitting authority and Airports Director prior to the commencement of construction activities.

Construction Activities on Airport Property

All construction activities on Airport Property shall be coordinated with the Airports Director and require a Notice to Proceed prior to commencement.

Any and all construction activities that impact airport operations/areas or non-leasehold property shall require a Right-of-Entry permit be issued prior to commencement.

Leaseholder shall comply with all federal, state and local rules and regulations during construction including access control, safety and security.

Proposer shall comply with Federal Aviation Regulations (FAR) Part 77 and shall file and receive an approved FAA Form 7460 prior to commencement of project. A copy shall be given to the Airports Director prior to commencement of said project.

Procedure

Plan Check and Approval

- I. The proposer expresses an interest in developing on a County of San Diego Airport.
- II. The proposer is given a Plan and Project Preparation Packet (see appendix A). The proposer reads and understands the packet prior to the design process.
- III. Along with the "initial" Site Plan submitted to Airports Director, the proposer will also submit any other documents from the Plan and Project Preparation Packet that are applicable.
- IV. If Airports Director believes that a proposed project may be in close proximity to, or penetrates FAR Part 77 airspace and/or other critical airspace zones, the Airports Engineer will confer with FAA to ensure these concerns are being properly evaluated.



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- V. Once the proposer and Airports staff have agreed to the final Site Plan design, the Airports Director will stamp and sign the Site Plan. While this is not the final Airports' project approval, it will allow the proposer to take the conceptually approved Site Plan to the other permitting authorities to pursue their approvals.
- VI. Once the Airport has signed and stamped the proposer's Site Plan, the proposer will submit a Form 7460 to the FAA for approval (and submit a copy to the Airports Director). It would be advantageous for the proposer to discuss the FAA Form 7460 with Airports staff prior to submittal to the FAA. This will help avoid errors. It should be noted that in addition to FAA Form 7460 approval, staff would seek FAA approval in areas not covered under the 7460 process. For example, compatibility with airport design standards and non-aeronautical activities.

Construction Activities

- I. The proposer, when ready to begin construction, will submit two (2) completed copies of the Airports Notice to Proceed Form (ANTP) for staff approval signatures along with a project construction schedule. The proposer does not have approval to begin construction until the ANTP Form has been signed and returned 'Approved' to the proposer.
- II. Proposer and/or Construction Contractor shall participate in a pre-construction meeting to include County Airports Management staff at least one week prior to start of construction.
- III. Proposer shall ensure all construction personnel attend the County Airports approved Driver Training Program class prior to construction commencement.
- IV. All activities must comply with Airports Rules and Regulations, Policies and Procedures, and federal, state, county and city codes and ordinances.



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CHAPTER 3

AIRPORT LAND USE COMPATIBILITY PLAN

Policy

County of San Diego Airports will support the Airport Land Use Compatibility Plan (ALUCP) developed by the Airport Land Use Commission (ALUC) for each airport. See Appendix B for the ALUCP for each of the eight County of San Diego Airports.



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CHAPTER 4

AIRCRAFT OPERATIONS AREA

Policy

Aircraft Operations Area (AOA) activities shall be conducted in a safe and efficient manner at all times.

Procedure

Communications

Two-way communications shall be maintained with ATCT during ATCT operational hours. At no time shall any person enter a movement area without two-way communication and approval by ATCT or being under escort by persons with such capability. During ATCT non-operational hours, personnel shall broadcast intentions prior to entering and upon exiting a movement area.

Speed Limits

Unless otherwise posted, speed limit shall not exceed 20 mph on all areas of the Airport.

Authorized Airport Staff

Authorized Airport staff may enter any area necessary to complete required duties after proper coordination with ATCT or must broadcast intentions on Common Traffic Advisory Frequency (CTAF) when applicable.

Required Vehicle Equipment

To enter movement areas all vehicles shall:

- ➔ Have two-way radio communication capability
- ➔ Be in contact with ATCT personnel or be escorted by someone who is
- ➔ *Daylight hours:* Display an orange and white checkered flag, or working amber rotating/flashing beacon light, or be under escort by someone who is so equipped
- ➔ *Night hours:* Display a working amber rotating/flashing beacon light or be under escort by someone who is so equipped

Driver and Tenant Education Program

Master Lessees shall ensure their tenants, guests and agents are educated in proper driving procedures for driving within all AOA non-movement areas.

No person shall operate within any movement area without successfully passing County Airports approved Driver Training Program. (See Chapter 6)



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AOA Access

All Airports: Every person, vehicle and/or aircraft must have two-way radio communication and approval by ATCT before entering a movement area, when the ATCT is open. If ATCT is closed, every person, vehicle and/or aircraft must broadcast intentions on Common Traffic Advisory Frequency (CTAF).

Agua Caliente: At no time shall persons enter or cross the runway unless landing or preparing to depart.

Borrego: At no time shall persons enter or cross runway or parallel taxiway unless landing or preparing to depart.

Fallbrook: At no time shall persons or vehicles enter or cross runway or parallel taxiway unless landing or preparing to depart. Persons wishing to cross east to west shall use Airport perimeter road. Vehicle traffic is not authorized on east transient ramp or on runway.

Gillespie Field: Preferred method for accessing opposite side of Airport is via surface streets. Should persons need to cross the airport east to west or west to east, they may do so under ATCT control or CTAF advisory at designated taxiway points A1 – A4 and B1 – B4. Transiting north to south or south to north shall be done so under ATCT control or CTAF advisory and via Airport perimeter road only.

Jacumba: At no time shall persons enter or cross runway unless landing or preparing to depart.

Ocotillo: At no time shall persons enter or cross runway unless landing or preparing to depart.

Ramona: At no time shall an unauthorized vehicle or person enter or cross the runway or parallel taxiway. Vehicles shall use surface streets to relocate from one side of the Airport to the other. Should an aircraft need to cross the Airport north to south or south to north, they may do so under ATCT control or CTAF advisory at A1 when applicable.

McClellan-Palomar: Aircraft may not enter the runway unless landing or preparing to depart. Aircraft needing to enter parallel taxiway shall do so under approval from ATCT. At no time shall aircraft, vehicles or persons cross the movement/non-movement marking without two-way communication with ATCT. Vehicles or persons not equipped with two-way communication needing to enter runway or parallel taxiway must do so under escort from Airports personnel.



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CHAPTER 5

CODE OR RULE ENFORCEMENT

Policy

Citations will be issued on County Airport property, based on adherence to federal, state, and local rules and regulations.

Procedure

Issuance

Citations shall be issued at the discretion of the Airports Director in accordance with Rules and Regulations and/or County Ordinances.

Citations

Citations may be issued for the following reasons:

- Speeding on AOA
- Operating within movement areas without properly equipped vehicle
- Non-authorized access point entry (including “piggy-backing”)
- Parking violations
- Improper vehicle storage
- Vehicle/pedestrian deviation
- Runway incursions
- Uncontrolled animals
- Any violation of a County Ordinance
- Leasehold violations
- Rules and Regulations violations



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CHAPTER 6

DRIVER TRAINING PROGRAM

Policy

Driver Training Program

All Users entering any movement area shall successfully complete County Airports approved Driver Training Program as per FAA Advisory Circular (AC) 150/5210-20.

Procedure

Driver Training Program is scheduled by contacting the Master Lessee. The Master Lessee will coordinate the training with the Airport Manager. Persons attending Driver Training Program shall present a valid driver's license. Upon successful completion of the Driver Training Program, Master Lessee or County Airports staff shall issue certification documentation.

Subjects covered in the Driver Training Program include, but are not limited to:

- Airport Driving Rules & Regulations
- Driving on the Non-Movement Areas
- Driving on the Movement Areas
- Communication

Driver Responsibility

- Contact Master Lessee to arrange training
- Complete training
- Pass driver training test with a score of 80% or greater
- Obtain driver certification card
- Carry certification card at all times when on AOA



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Master Lessee Responsibility

- Obtain Driver Training Program packet from Airport Manager
- Provide and ensure completion of driver training to tenants, users, vendors and guests that will use or enter movement areas from your leasehold
- Administer written driver training test
- Issue driver certification card to those passing test with a score of 80% or higher
- Maintain current list of all certifications cards issued
- Send Airport Manager updated list after each certification card is issued or revoked

See Appendix C for Ground Vehicle Operations Training Program information for McClellan Palomar Airport.

See Appendix D for Ground Vehicle Operations Training information for County General Aviation Airports.



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CHAPTER 7

INCURSION/DEVIATION PREVENTION PROGRAM

Policy

Incursion/Deviation Prevention Program

Master Lessees shall ensure their Users are educated in proper driving procedures for driving within all AOA movement and non-movement areas.

No person shall operate within any movement area without successfully passing the County Airports approved Driver Training Program. (See Chapter 6)

Procedure

At tower controlled airports, the County will coordinate with the ATCT Manager and support the Local Runway Safety Action Team (LRSAT). At non-tower controlled airports, the Airport Manager will establish the LRSAT. In order to reduce incursions and deviations, the LRSAT shall review the safety related items listed below and provide recommendations to Airport Staff regarding:

- ➔ Signage and Marking
- ➔ Perimeter Security
- ➔ Driver Training
- ➔ Traffic Flow

If approved, current LRSAT recommendations shall be published on the County's web site at:

www.sdcdpw.org/airports

LRSAT shall consist of one each:

- ➔ Airport Management
- ➔ ATCT Manager
- ➔ FBO/Operator Representative
- ➔ Pilots Association (if any)
- ➔ User group (if any)

In the case where the airport does not have a pilot or user group, each FBO/Operator may participate, with up to a total of three (3) members on the LRSAT. Membership will be rotated if necessary.

LRSAT will meet when necessary, at least annually.



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CHAPTER 8

LEASING AND PERMITS

Policy

The leasing of County Airport land is regulated and influenced by State and Federal Law. This includes the policies of the FAA, the County Administrative Code, formal Policies adopted by the County Board of Supervisors (Board), input from community advisory committees, and by past decisions of the Board. All Lessees and Permittees are required to pay all applicable fees as required by Board policy.

Authority to Lease

All leases in excess of ten (10) years and leases where the rent exceeds \$10,000 per month require the approval of the Board of Supervisors or, as stated in Board Policy F-51, County Real Property Asset Management. The Board must also approve all amendments to such leases. The Board grants certain authority over leases to the Director, Department of General Services (Lease Administrator). This delegated authority includes the approval of leases for terms not exceeding ten (10) years and where the rent does not exceed \$10,000 per month. The Lease Administrator may also consent to lease assignments, financial encumbrances and subleases, except where extraordinary circumstances may warrant review and approval by the Board. The Director may consent to short-term airport use permits, where the term does not exceed one (1) year.

Land Uses

Master plan or community plan documents, in conjunction with Environmental Impact Report documents, have been developed and are periodically updated for all County Airports. These are reviewed and approved by the FAA, the Airport Land Use Commission (ALUC), local cities having jurisdiction, and the Board, following a public review and input process. The master plan or community plan then serves to guide County Airports staff and the Board in making land use leasing decisions. The lease document (described in more detail below) will specify allowed uses of airport land and any restrictions on use which may apply.

Residential Use Prohibited

Leasing for residential use (temporary or permanent) is strictly prohibited unless approved by the Airports Director for Fire, Police or other public safety related services.

Competitive Lease Proposals

It is generally County policy to solicit competitive proposals whenever a County property is available for lease to private parties. County Airports property may however be leased without seeking competitive proposals when it is in the best interest of County Airports supporting community aviation needs. In practice, this is usually done only when there is a surplus of airport land available for lease, and when not more than one party has expressed an interest in leasing a particular parcel of land. In some instances, lessees leasing land which adjoins a vacant parcel may be given the first opportunity to lease the adjoining parcel.



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Length of Lease Term

To allow the County the greatest flexibility in making land use decisions over time, lease terms are generally limited to the shortest term possible. When necessary fixed-term leases are granted for the minimum number of years adequate to allow a lessee to amortize and receive a reasonable return on the lessee's investment in leasehold improvements. Historically, County Airports has granted one year of lease term for each \$5,000 invested per acre of leased land, with a maximum term for aviation leases set at 30 years. The County will periodically reassess its investment policy to determine if a larger investment per acre would be justified and reflect market conditions. This amount may be adjusted at the discretion of the Airports Director. Leases where there is no investment by the lessee are usually kept on a month-to-month basis. The \$5,000 per acre, per year formula for determining the length of lease term is a minimum requirement. County Airports' industrial land leases typically have the same minimum investment requirements, at \$5,000 per acre per year, with a maximum lease term of 55 years. Lease terms for other non-aviation use properties may have different investment requirements and longer or shorter lease terms available to conform to common industry practices. Terms of a lease agreement are routinely reassessed and may change without notice at the discretion of the Airports Director.

Fair Market Rental

It is a policy of the Board of Supervisors and a requirement of the FAA that County Airports receive fair market value when leasing its airport land. Achieving fair market value usually starts with an appraisal requisitioned by County Airports, followed by negotiations between County Airports staff and the lessee or prospective lessee to reach agreement. The County typically negotiates for a rental based on a 9% return on the appraised value of the land. Restaurants, hotels, golf driving ranges and certain other land uses usually result in rentals based on a percentage of the lessee's gross income, as this is customary for such leases. Leases with a term exceeding ten years in length shall provide for renegotiation of rent to market level at appropriate intervals in keeping with industry standards. Interim cost-of-living adjustments shall also be provided at appropriate intervals in keeping with industry standards.

Lease Contracts and Legal Review

County lease contracts are intended to transfer to the lessee the liabilities associated with possession and control of real property, including compliance with all federal, state, and local laws and regulations, including those pertaining to the use, storage and disposal of hazardous materials. All County leases shall be written on a form approved by County Counsel, and shall at a minimum conform to local/regional standards of tenant responsibility and liability. County leases may contain more restrictive clauses than private sector leases to better protect the public interest (strict provisions for complying with all laws, particularly environmental laws such as hazardous materials management and stormwater pollution prevention regulations). Lease language is periodically updated to reflect changes in real estate law and to meet changing economic and other risks associated with the ownership of land. During the term of a lease, lease amendments may be agreed to between the parties to effect changes to the rent or other economic lease provisions, or to update antiquated lease language which no longer protects one or both of the parties as originally intended.

Construction of Leasehold Improvements

County Airports leases typically require the construction of leasehold improvements, which will be owned by the lessee during the term and which will revert to the ownership of the County at the end of the term. Height restrictions, lot-line setbacks, parking requirements, building design, quality of construction and other requirements



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are controlled by the County Airports Development Standards and by County or city building code requirements. Performance bonds may be required when, in the opinion of the County, it is prudent to guarantee the timely construction of required leasehold improvements.

New Leases For Existing Tenants

A lease extension may be granted to a tenant who has fully complied with all terms and conditions of the lease if granting an extension would be in the best interests of the County. Existing tenants may submit a request for a new lease at any point during their lease. The County is not obligated to accept such a request, but will consider all proposals, evaluating them in light of the following criteria:

- ➔ County has no plans for the land after current lease expires
- ➔ Existing/proposed use must be consistent with Airport Layout Plan and Master Plan
- ➔ Lessee is in good standing (i.e., compliant with existing lease terms)
- ➔ Amount of new capital investment, if appropriate, qualify for term in excess of current termination date at current standard (see “Length of Lease Term” above)
- ➔ Financial terms of a lease extension are beneficial to the County
- ➔ Whether the public interest would be better served by allowing the lease to expire so that potential new tenants may participate in a new competitive solicitation process

It is the practice of County Airports to negotiate lease extensions when it is in the best interests of the aviation community or when a surplus of land is available for lease and there has been no written notice of interest by third parties in bidding on the particular parcel of land covered by the expiring lease. The County requires that any leases for additional term be on the County current standard lease form. County staff's acceptance/negotiation is subject to Board of Supervisors approval.

Typically, all County leases provide that at the end of the lease, the improvements will become the property of the County regardless of who originally installed the improvements. If a lease is extended prior to the expiration of its term, the County requires payment for the postponement of County's future interest in the property. A variety of techniques to calculate this payment amount may be used, and negotiation may ultimately be involved to arrive at a value acceptable to both the County and the lessee.

Negotiated Rental Adjustment

All new County leases shall contain periodic adjustments to rental rates to ensure that they remain at fair market value. Typical adjustment period is every five years with annual cost of living adjustments based on the Los Angeles-Orange County-Riverside Consumer Price Index (CPI).

Approval of Short-term Non-Aeronautical Use of Aviation Land

This policy allows temporary use of aviation land for non-aeronautical use when, due to market conditions the land would be otherwise vacant. The procedure requires coordination with the FAA. Non-aeronautical uses may be approved for short-term periods but may not exceed five (5) years and may be canceled at any time with reasonable notice (90 days) if an aeronautical use appears.



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- I. Lessee sends written request to Airports Director. The request should include verification of the following:
 - a) Property was first being advertised for aviation use for a period of at least 120 days. Acceptable forms of advertising may include, but not be limited to, weekly classified ads, signs, flyers, and Internet advertising.
 - b) Rent sought for aviation use must be comparable to rents on similar aviation facilities at the same airport. If similar facilities do not exist at same airport, then the rent sought should be typical for the region.
 - c) Other vacancies at aviation-use properties must exist at the Airport to serve future aviation needs.
 - d) There must not be any waiting lists for similar aviation space at the Airport.
 - e) Non-aeronautical use permits are subject to cancellation upon 90 days written notice.
 - f) A surcharge may apply in order to charge fair market value. In no case shall rents be lower than aeronautical rates stated in lease.
 - g) The FAA must approve non-aeronautical use.
- II. Lessee should submit the required processing fee, three (3) original signed leases, and a completed Proposer's Questionnaire.
- III. Approval of non-aeronautical use will be at the sole discretion of the Airports Director and must be approved by the FAA.

Consent to Aviation Subleases

Any sublease of Aviation land must be consented to by the County prior to commencement. All Subleases must be consistent with the terms of the Master Lease.

- I. Lessee shall submit the required processing fee, three (3) original signed leases, and a completed Proposer's Questionnaire to County for review. Proposer's Questionnaires are available from Airports Real Property staff at Gillespie Field.

Special Event Permit

Proposer will submit a completed Proposer's Questionnaire and a written description of the planned event. Proposer's Questionnaires are available from Airports Real Property staff at Gillespie Field. Permittee shall pay all applicable fees.

County Tie-downs

Proposed tenant shall contact the Airport Manager to request a tiedown space permit application.



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CHAPTER 9

LEASEHOLD COMPLIANCE

Policy

County Airports Leases require that all Master Lessees comply with all federal, state and local requirements. This includes, but is not limited to, all requirements in the lease, Minimum Standards, Rules and Regulations and FAA Advisory Circulars and Requirements. County Airports staff monitors compliance through weekly inspections of leaseholds and bi-annual inspections of all hangars and interior spaces. Hangars may be individually inspected more frequently than bi-annually if there has been a change in tenant/occupant since the last inspection, or for an observed or suspected violation to the stated requirements.

Procedure

Leasehold Compliance Warning / Action

When it is determined that a Master Leaseholder is not complying with the provisions of their lease, Minimum Standards, Rules and Regulations, and/or FAA regulations, a Leasehold Compliance Warning Form will be issued. See Appendix E. The Master Leaseholder will remedy the problem or outline a plan to resolve the issue within 10 days of receiving the Leasehold Compliance Warning Form. For urgent matters, such as safety or security issues, the Airport Manager may eliminate the warning period shown on the Lease Compliance Warning Form and notify the Master Lessee that immediate compliance is required. Failure to remedy the matter will result in further action, including possible lease termination.



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Bi-Annual Leasehold Inspections

- I. Inspections of Master leaseholds, including all interior areas, are completed bi-annually by Airports staff.
- II. Master Lessee must make arrangements for access to all portions of the leased premises, excluding those areas clearly set forth in the lease as not requiring inspection (such as safes).
- III. Inspection includes but is not limited to the following:
 - a) Confirmation that the hangar is being used for its approved use (i.e. A B-2 hangar is strictly for aircraft storage; an H-5 hangar is required for aircraft maintenance)
 - b) For aeronautical land, major use shall be aeronautical
 - c) All improvements have been approved in writing, by Airports Director as set forth in the Master Lease. If the inspector is not certain that the improvements have been approved, the inspector should include subject improvements in the report to later be compared to approved plans.
 - d) Stormwater Violations / Hazardous Materials Storage
 - e) All commercial business must have approved County consent for subleases on file with the Real Property Staff
 - f) Appropriate signage and markings must be in place
 - g) Fences and gates must meet all applicable security requirements and be in working condition
 - h) No deferred maintenance or safety violations
 - i) Compliance with all federal, state and local codes, including but not limited to; fire and municipal safety codes
- IV. Inspector shall be permitted to take photographs and/or document findings.

See Appendix E for Leasehold Compliance Warning Form



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CHAPTER 10

SECURITY

Policy

County Airports will be maintained in a secure and safe manner.

Procedure

Entry Access

Aircraft Operating Area (AOA) access shall be the responsibility of the Master Lessee by controlling access points on their leasehold.

Master Lessee is responsible for every individual and vehicle that enters through his/her entry access point regardless of where that individual or vehicle subsequently proceeds to on the Airport.

County Airports reserves the right to deny access to any person at any time.

Gate Control

All entry points shall be positively controlled at all times. Under circumstances where an entry point gate is non-operational, said gate shall be closed, locked and repaired within 48 hours.

County Airports reserves the right to lock any access point at any time.

Gate codes shall be changed annually.



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APPENDIX A

PLAN AND PROJECT PREPARATION PACKET

Pursuant to the development process at County Airports, this packet has been prepared to assure that the Lessee (proposer) has a clear understanding of County Airports' basic design and project expectations. It also serves to provide the Lessee (developer) with SAMPLE design and permitting flowcharts with respect to the possible courses within the development process. This packet contains the following documents:

- **Plan Preparation Policy** – This document must be signed and submitted to Airports Director with or prior to the initial plan submittal.
- **Airport Site Plan Check List** – This must be completed and submitted to Airports Director with or prior to the initial plan submittal.
- **Sample Site Plan** – This Sample Site Plan serves as a “*simple example*” of the type of information and layout logic that staff expects to be professionally shown on a Site Plan layout prior to initial Site Plan submittal. Also see details in the Airport Site Plan Check List mentioned above.
- **Sample 7460-1 Form** – This must be submitted to FAA after Airports Director has approved the initial Site Plan.
- **Sample Airport Development Flow Chart** – This illustrates the step-by-step process.
- **Airports Notice to Proceed Form (ANTP)** – This must be submitted to County Airports with a construction schedule. This is the final approval prior to construction. This document must be signed by Airports staff and returned to the proposer prior to commencing construction.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



PLAN PREPARATION

The proposer's final step, prior to proceeding with construction, is the proposer's receipt of the Airports Notice to Proceed (ANTP) form from Airports staff. The purpose of the ANTP form is to give Airports a final opportunity to verify that the proposer has complied with all of the required permits, construction, security and safety related issues prior to construction. It also allows the proposer and Airports staff to verify and confirm the proposed construction schedule prior to construction. The proposer shall not proceed with any construction without receipt of a signed ANTP form from Airports staff.

Airports staff may pre-sign a proposer's plan to help expedite the proposer's permitting process. However, signed plans, approved construction permits and/or an approved FAA Form 7460-1 does not imply that County Airports has given authorization to proceed with project construction.

ALL of the following items must be completed by the proposer and submitted to Airports staff prior to commencing construction:

- An approved FAA Form 7460-1 prior to construction (see sample attached)
- Project plans stamped and signed by Airport staff with all applicable grading, building and fire permits prior to construction
- A proposed construction schedule
- Signed Plan Preparation Policy Form
- All final project plans submitted on disk in an AutoCAD compatible format.

NOTE: The proposer will receive an ANTP form with the Airport Manager and Airports Engineer's signature prior to construction.

SPECIAL ITEMS TO NOTE:

- I. The proposer understands that airport development is highly specialized and can be a complex and onerous process that will involve several areas of the County and/or City permitting departments. It is therefore strongly recommended that the proposer retain qualified design personnel experienced with airport design standards.
- II. Proposer has received and understands the Airport Site Plan Check List. The initial site plan submittal to Airports needs to have the Airport Site Plan Check List submitted with the plan. Complying with the checklist (where applicable) will greatly reduce the number of design iterations and re-submittals to County Airports.
- III. The proposer will be required to submit two (2) sets of plans to Airports for each plan review. Proposer understands that each plan review and comment process may take approximately two (2) weeks to complete. However, this does not include the review time or the submittal processes required by other relevant permitting authorities.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



- IV. The proposer understands that the plan review process may require several iterations between County staff, Airports staff, local jurisdiction and the proposer. Each of these iterations will require additional time and possibly additional expense. The proposer understands that this additional time and expense is a normal part of the developmental process.
- V. The proposer is responsible for researching all proposed and existing utilities required for development at their own expense. Proposed utilities and easements should be indicated on the project plan.
- VI. Proposer understands that County Airports has no control over the permitting process (external to Airports). The proposer is solely responsible for complying with any and all required federal, state and local regulations, including any permitting fees subsequent to their approval. County Airports cannot circumvent this process on behalf of the proposer or waive required fees on behalf of the proposer.
- VII. If the proposer's project is near and/or penetrates important airport or airspace locations, then additional time and expense may be required to resolve these issues through the County, FAA and/or Caltrans Aeronautics. Some of these areas include but are not limited to the following:
 - ➔ Building Restriction Lines, ATCT Line of Sight, Part 77 Surfaces, Runway Protection Zones, Runway Object Free Areas, Taxiway Object Free Areas, Safety Compatibility Zones and Safety Areas
- VIII. If there is an issue with any of the preceding items, Airports will not issue an ANTP until these issues are resolved and the proposer has received an approved FAA Form 7460-1 from the FAA. Proposer understands that even with an approved FAA Form 7460-1, County Airports may need to confer additionally with the FAA and proposer, if Airports staff determines that the project may compromise future airport use, compatibility or operations.
- IX. Proposer is responsible for preventing all runway, taxiway and apron incursions on Airport Operational Areas relative to their project. Airports may require the proposer's project personnel to attend airport specific training programs to assure that project personnel are operating safely on the airport and are operating within allowable security constraints. Identification badges may also be required. Airports may require the Driver Training Program prior to construction. All training, if required, will be at the sole expense of the proposer.
- X. Living quarters (by any definition) at County general aviation airports are strictly prohibited, unless approved by the Airports Director, for Fire, Police or other emergency services. Any hangar project that has been approved by FAA, City, County or Airports staff does not imply an approval to build living quarters or build-outs resembling living quarters, nor does it imply any hangar uses inconsistent with aviation use. The proposer understands that Airports staff has the right to reject any project proposal if staff determines it resembles possible living quarters. Any construction or hangar uses inconsistent with aviation use without County Airports and FAA approval is subject to removal at the proposer's sole expense.



Policies and Procedures

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- XI. Federal, state and local environmental regulations require the proposer to develop Storm Water Pollution Prevention Program plans (SWPPP) for their developments. Most commercial and industrial operators also require a SWPPP. A SWPPP is a plan that describes how a construction project and/or daily operations will be carried out without subjecting the environment or water bodies (storm drains) to contamination. Anything entering the storm drain that is not natural rainfall is prohibited under these regulations (including erosion from earthwork). Storm water Best Management Practices (BMPs) are practices and physical barriers (like gravel bags, hay bails, and plastic barriers) designed into a project or daily operation that prevents and/or minimizes these contaminants from entering the storm drain system. Failure to comply with storm water regulations could result in fines. The proposer understands that storm water BMPs are a routine part of project development and that it is the proposer's responsibility to assure that their project is in constant compliance with all storm water and environmental regulations at the proposer's own expense.
- XII. Proposer shall provide the Airport Manager with a proposed construction schedule. Typical working hours on site are 7AM - 5PM Monday through Friday but may vary by site. If the construction scheduled needs to vary from these hours, the proposer shall request the change from the on-site manager / Airport Manager in advance.
- XIII. Proposer shall provide the on-site manager / Airport Manager at least a 48 hour notice prior to moving equipment on or off site over the taxiways/taxilanes. The on-site manager / Airport Manager shall be informed whenever a piece of equipment is to be moved over the taxiway/taxilane areas. Note: Under no circumstances shall the contractor enter the runway, taxiway, runway safety area or taxiway safety areas without being escorted by Airports staff or being in constant contact with ATCT personnel.
- XIV. The proposer shall provide the on-site manager / Airport Manager with a 24 hour emergency contact list. The list will include the general contractor's and project manager's 24 hour contact numbers.
- XV. If a crane is to be used during construction, the Airport Manager will be notified at least 48 hours prior to the crane's arrival. This will allow the Airport Manager to file the proper Notice to Airmen (NOTAMS). The crane will be flagged and/or lighted while raised. An approved 7460-1 is required for crane use.

Name of Project or Leasehold

Signature of proposer(s) with responsible project charge

Date

NOTE: This signed document is to be submitted to Airports Director prior to project approval.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



AIRPORT SITE PLAN CHECK LIST

Lessee: _____

Airport: _____

Submittal No.: _____

Designer/Consultant: _____

Airports will not accept plans without this completed Check List and the initialed and signed Plan Preparation Policy included in this packet. These are to be submitted with the initial plan.

Background: All leasehold improvements shall be consistent with current Development Standards and Performance Standards and in accordance with all applicable laws and ordinances. All plans shall be prepared in a professional manner, signed by a California Registered Civil Engineer, Structural Engineer or Architect. Plans shall be submitted in triplicate with a transmittal letter to the Airports Supervising Real Property Agent prior to any submittal for a building permit. The anticipated date for start of construction should be noted in the letter. Time should be allowed for permit processing (Note: Permit processing time could take up to two (2) years.) Check appropriate box below.

Process	Plans Comply	Plans Don't Comply	N/A
1. Provide all layout dimensions required to construct			
2. Provide dimension ties to leasehold boundary			
3. Type of occupancy indicated (hangar, office, restroom, storage, etc.)			
4. Type and details of building construction shown (hangar type)			
5. All structures are to be at least 10' back from lease lines			
6. Type and details of pavement construction to be shown on plans			



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Process	Plans Comply	Plans Don't Comply	N/A
7. Proposed project will not displace currently based aircraft during or after construction			
8. Name "Critical Aircraft" in each taxiway for leasehold (max. weight, span, height)			
9. Proposed project will not introduce airside obstructions, i.e., curb, gutters, fencing, retaining wall, sudden slopes (greater than 1.5%), drainage swale, etc.			
10. All finished grades should not exceed a 1.5% slope			
11. Plans to show the Building Restriction Line (BRL)			
12. Underground all proposed utilities (power, telephone, television, water, sewer and gas)			
13. Utility related easements (show all on plan)			
14. Fire Main/Hydrants (contact Fire Marshall for signature on plans)			
15. Grading (show existing and final elevations). Note: Storm water plan will be needed for permit approval			
16. Show all maximum building and other structure elevations (use Mean Sea Level (MSL) elevations) i.e., roofs, eaves, and ridges			
17. Show all fence, wall and planting heights			
18. Auto parking pavement and base (indicate pavement section)			
19. Parking space striping and marking, including stall dimensions			
20. Auto circulation physically separate from aircraft when possible			
21. All proposed pedestrian walkways are shown on plans			
22. Taxiways, service and tie-down areas (designed for critical aircraft)			
23. Indicate all aircraft pavement sections (for example, 3" of asphalt, on 6" of Class II base, on 6" of compacted sub-grade to 95% Relative Compaction (RC))			
24. Taxiway centerline, 4" wide, yellow reflective paint with beads			



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Process	Plans Comply	Plans Don't Comply	N/A
25. Tie-down positions striped and numbered with tie-down dimensions			
26. Tie-down anchors, per FAA standard			
27. Phasing is indicated on plans (for example, Phase I and Phase II)			
28. All hangars and tie-downs must be named or numbered			
29. Attach signage sketch to plans including size, dimensions and locations. All signs must have prior written approval by Airports Director.			
30. Trash collection areas indicated. Locate outside of operational areas when possible			
31. Landscaping plans included or indicate areas for proposed landscaping			
32. Landscaped areas sized and located appropriately			
33. All proposed drains have fossil filters or equivalent			
34. Outdoor lighting, low pressure sodium, direct light downward			
35. Prohibited lights are not proposed			
36. All structures clear 7:1 Transitional Surface			
37. Plans complete enough for Lessee to submit FAA form 7460-1 and to apply to City or County for Building Permits			
38. Security fencing and electric keypads (Knox Box) are indicated on plan			
39. Neighboring leasehold is not adversely impacted by construction or proposed development			
40. Project does not propose non-aviation uses			
41. Project does not accommodate a caretaker's residence, a pilot's quarters, or residential dwelling			
42. Designer will state coordinate system (i.e., NAD 83 horizontal and NGVD 29 vertical datums)			



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Process	Plans Comply	Plans Don't Comply	N/A
43. The following specialized facilities may require additional submittals and additional review time:			
✈️ Aviation fuel farms (design at least 50' from any structure opening and 25' from structures and objects)			
✈️ Helicopter facilities			
✈️ Aircraft cleaning services			
✈️ Aircraft painting			
✈️ Aerial crop dusting and spraying			
✈️ Aerial fire fighting			
✈️ Aircraft maintenance			
✈️ Aviation or product manufacturing			
✈️ Wash racks			
✈️ Restaurants			
✈️ Commercial use			





Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Please Type or Print on This Form

Form Approved OMB No. 2120-0001

U.S. Department of Transportation Federal Aviation Administration		Failure To Provide All Requested Information May Delay Processing of Your Notice Notice of Proposed Construction or Alteration		FOR FAA USE ONLY Aeronautical Study Number - - -																					
1. Sponsor (person, company, etc. proposing this action) : Attn. of: _____ Name: <u>Joe Pilot, LLC</u> Address: <u>2222 Aviation St</u> City: <u>San Diego</u> State: <u>Ca</u> Zip: <u>92131</u> Telephone: <u>222-333-4444</u> Fax: _____		9. Latitude: <u>119° 25' 58. "</u> 10. Longitude: <u>34° 44' 15. "</u> 11. Datum: <input checked="" type="checkbox"/> NAD 83 <input type="checkbox"/> NAD 27 <input type="checkbox"/> Other _____ 12. Nearest: City: <u>San Diego</u> State: <u>CA</u> 13. Nearest Public-use (not private-use) or Military Airport or Heliport: <u>Neal Armstrong Airport</u> 14. Distance from #13. to Structure: <u>on site</u> 15. Direction from #13. to Structure: <u>on site</u> 16. Site Elevation (AMSL): <u>241 MSL</u> ft. 17. Total Structure Height (AGL): <u>15</u> ft. 18. Overall height (#16. + #17.) (AMSL): <u>256 MSL</u> ft. 19. Previous FAA Aeronautical Study Number (if applicable): <u>NA</u> - OE 20. Description of Location: (Attach a USGS 7.5 minute Quadrangle Map with the precise site marked and any certified survey.) Project is located on Neal Armstrong Airport at 119 degrees, 25', 58" lat and 34 degrees, 44", 15". Project is NAD 83 and NGVD 29 coordinates systems.																							
2. Sponsor's Representative (if other than #1) : Attn. of: _____ Name: <u>Airport Design Company</u> Address: <u>888 Altitude St</u> City: <u>LA</u> State: <u>Ca</u> Zip: <u>92111</u> Telephone: <u>555-222-5555</u> Fax: _____																									
3. Notice of: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Existing 4. Duration: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary (months, days) 5. Work Schedule: Beginning <u>2005</u> End <u>2006</u> 6. Type: <input type="checkbox"/> Antenna Tower <input type="checkbox"/> Crane <input type="checkbox"/> Building <input type="checkbox"/> Power Line <input type="checkbox"/> Landfill <input type="checkbox"/> Water Tank <input checked="" type="checkbox"/> Other <u>FBO Development</u> 7. Marking/Painting and/or Lighting Preferred: <input type="checkbox"/> Red Lights and Paint <input type="checkbox"/> Dual - Red and Medium Intensity White <input type="checkbox"/> White - Medium Intensity <input type="checkbox"/> Dual - Red and High Intensity White <input type="checkbox"/> White - High Intensity <input checked="" type="checkbox"/> Other <u>Low sodium lighting</u> 8. FCC Antenna Structure Registration Number (if applicable): _____																									
21. Complete Description of Proposal: Proposed new FBO development at Neal Armstrong Airport. Development proposes nine (9) new box hangars, 4 tiedowns and an FBO office. Maximum building height is 15 feet above ground level (256 MSL). Project buildings are 200 feet from the taxiway centerline and 500 feet from the runway centerline. The 4 tiedowns are beyond the BRL but behind the TOFA. The project will include all new asphalt and the project will consist of 8 new vehicle parking spaces separated from the "air" side by an 8 foot security fence. Site is secured by a sliding gate with card access and Knox Box access. There is also a pedestrian gate access with key pad proposed.		Frequency/Power (kW) <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>																							
Notice is required by 14 Code of Federal Regulations, part 77 pursuant to 49 U.S.C., Section 44718. Persons who knowingly and willingly violate the notice requirements of part 77 are subject to a civil penalty of \$1,000 per day until the notice is received, pursuant to 49 U.S.C., section 46301 (a).																									
I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary.																									
Date <u>10/21/2004</u>		Typed or Printed name and Title of Person Filing Notice <u>Joe Pilot</u>		Signature _____																					

FAA Form 7460-1 (2-99) Supersedes Previous Edition

NSN: 0052-00-012-0008



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



AIRPORTS NOTICE TO PROCEED FORM (ANTP)

Typical construction working hours are 7:00 am – 5:00 pm, Monday through Friday but may vary by site. The Airport Manager must pre-approve any change in this construction schedule with at least a seventy two (72) hour advance notice.

* **Submit this form with an estimated project schedule.** This ANTP Form will not be accepted without a project schedule.

Project Name: _____

Leasehold Name: _____

Lessee's Responsible Project Manager(s) and Contractor's Emergency Contact info:

Airport Manager/Date: _____

Airport Engineer/Date: _____

NOTE: One (1) copy to Airports Director
One (1) copy to Proposer

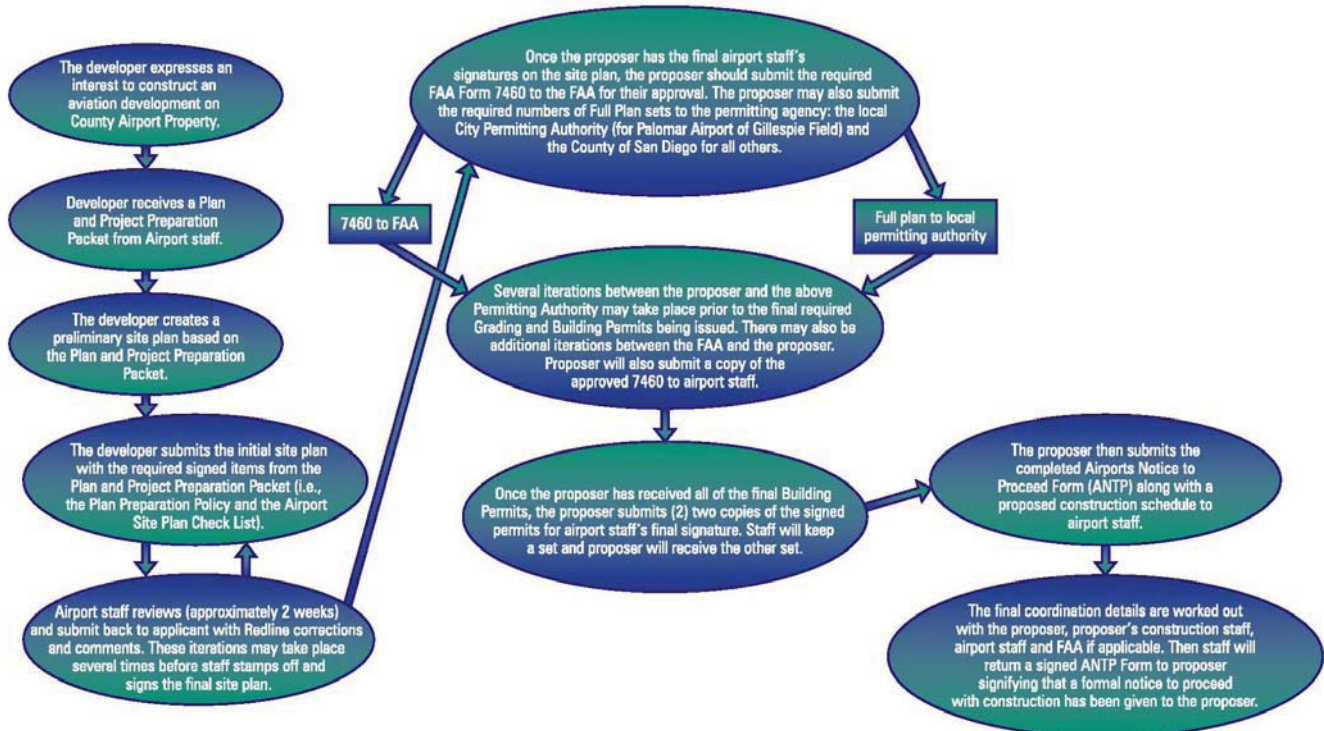


Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Sample Airport Development Flow Chart





Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Established by the County of San Diego
Department of Public Works

APPENDIX B

AIRPORT LAND USE COMPATIBILITY PLANS

Airport Land Use Compatibility Plan for each County of San Diego Airport will be inserted upon completion by the Airport Land Use Commission.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Established by the County of San Diego
Department of Public Works

APPENDIX C

McCLELLAN-PALOMAR AIRPORT

GROUND VEHICLE OPERATIONS TRAINING PROGRAM



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



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Department of Public Works

APPENDIX D

GENERAL AVIATION AIRPORTS

GROUND VEHICLE OPERATIONS PROGRAM



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



APPENDIX E

LEASEHOLD COMPLIANCE WARNING

NOTICE # _____

Date: _____

To: _____

From: Airport Management

The following problem was observed on your leasehold:

The following remedy is required within 10 days of this notification:

If it is impossible to meet this timeframe, please provide a schedule and plan to address the situation immediately. If this situation is not addressed within the timeframes and/or manner provided, it will be turned over to County Airports Real Property, as it may be a violation of your lease terms.

Please call Airport Operations at 619-956-4810 if you have any questions and to advise when this issue will be addressed.

Your prompt attention to this matter is appreciated.

Signed by: _____ **Date:** _____

CC: Airports Director
Airport Manager
Real Property
Security



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



APPENDIX F

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Policies and Procedures

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APPENDIX G

DEFINITIONS / ABBREVIATIONS

A&P – Airframe and Powerplant

Abandoned – means any piece of equipment or vehicle that is nonairworthy, or has no current registration, or has no current airworthiness certificate, or has a flat tire and is incapable of being driven or flown.

ADA – Americans with Disabilities Act

Advisory Circulars (AC) – means Federal Aviation Administration Advisory Circulars ACs for the aviation industry.

Aeronautical Activity or Service – Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations.

Air Operations Area (AOA) – means the area that is inside the Airport boundary in which aircraft movements take place as defined by the Federal Aviation Administration-Advisory Circular AC150/5300.

Air Traffic Control Tower (ATCT) – means the FAA or non-federal owned/staffed ATCT facility located on Airport premises.

Aircraft – means any and all conveyances, now or hereafter used for flight in airspace.

Airport and County Airport – means an Airport operated by the County of San Diego with specific identification names as defined under their individual State of California Airport Permits as follows:

- a. Agua Caliente Springs Airstrip (L54) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- b. Borrego Valley Airport (L08) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- c. Fallbrook Community Airpark (L18) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- d. Gillespie Field (SEE) – the County Airport, annexed in the City of El Cajon, in the State of California.
- e. Jacumba Airport (L78) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- f. McClellan-Palomar Airport (CRQ) – the County Airport, annexed in the City of Carlsbad, in the State of California.
- g. Ocotillo Airport (L90) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.
- h. Ramona Airport (RNM) – the County Airport, in an unincorporated area of the County of San Diego, in the State of California.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Airports Director – means the Land Use and Environment Group (LUEG) Program Manager as hired by the Department of Public Works, or any designees acting in a capacity authorized by the Airports Director.

ALUC – Airport Land Use Commission

ALUCP – Airport Land Use Compatibility Plan

APCD – Air Pollution Control District

BMP – Best Management Practice

Board of Supervisors (Board) – means the County of San Diego elected officials as defined by the term “Board of Supervisors”.

City – means the City to which that airport is annexed as defined above under AIRPORT.

Codes – Rules and Regulations Referenced – means the codes/rules as referenced below:

- NFPA 407 – Standard for Aircraft Fueling Servicing
- Aeronautics Law – State Aeronautics Act – Public Utilities Code
- California Fire Code – Part IV – Special Occupancy Uses – Article 24 – Airports, Heliports, and Helistops
- EPA
- FAA Advisory Circulars
- California Vehicle Code Section – 211113, 22511.8, 22651, and 22652
- San Diego County Administrative Code
- San Diego County Board of Supervisors’ Policies
- San Diego County Code of Regulatory Ordinances – Title 7, Division 3, Sec 73.101 – 73.107
- San Diego County Code Chapter 4 - Titled Airport Rules and Regulations Sections 85.401 - 85.461
- San Diego County Health and Safety Codes
- County of San Diego Air Pollution Control District Regulations
- Federal Aviation Administration FAA – Advisory Circulars, Orders, Rules
- Federal - Airport and Airway Act of 1970
- Federal – Airport Noise and Capacity Act of 1990
- Federal - Aviation Safety and Noise Abatement Act of 1979
- Federal Clean Water Act
- Federal Americans with Disabilities Act
- State Health and Safety Code
- State Penal Code
- State Vehicle Code
- State of California Code of Regulations - Title 21, Sections 3525 through 3560
- State of California Public Utilities Code - Sections 21001 et seq. relating to the Aeronautics Act
- Transportation Security Administration (TSA) Regulations
- San Diego County Airports:
 - County Airports - Storm Water Pollution Prevention Plan (SWPPP)
 - County Airports Storm Water - Best Management Practices (BMPs)
 - County Airports - Development Standards
 - County Airports - Performance Standards



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



- County Airports Minimum Standards
- County Airports Rules and Regulations
- Schedule of Rates and Charges and Use Control Policy for San Diego County Airports

County – means the unincorporated areas in the County of San Diego, in the State of California.

Crew Quarters – means commercial job related living quarters required for crew rest periods per FARs.

Director of Aviation – means the Airports Director as defined by the County of San Diego, Department of Public Works, or his/her designee.

Driver Training Program – An awareness and airport procedures training course given by ATCT personnel or County staff or its designee teaching Search, Call, Acknowledge and Notice Proceedures (SCAN).

Federal Aviation Administration (FAA) – means the Federal Aviation Administration.

Federal Aviation Regulations (FAR) – means Federal Aviation Regulations.

Flight Standards District Office (FSDO) – means the Federal Aviation Administration Flight Standards District Office.

Fixed Base Operator – means a commercial aviation business that provides more than one aeronautical service.

Flying Club – means any combination of persons who form a legal entity to provide members the privilege of piloting aircraft based on the Airport as defined under AIRPORT above.

Master Lease – means a portion of an Airport that is leased to an individual or entity as approved by the County Board of Supervisors in an Aviation/Industrial Master Lease contract.

Minimum Standards – The qualifications or criteria that are established as the minimum requirement(s) that must be met by businesses engaged in on-airport aeronautical activities for the right to conduct those activities.

Movement Area – means the runways, taxiways, and other areas of an Airport which are used for taxiing, hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and aircraft parking areas and as further defined in the FAA/AC 150-5300 “Airport Design.”

National Transportation Safety Board (NTSB) – means the Federal Aviation Administration National Transportation Safety Board.

NFPA – National Fire Protection Administration

Non-Movement Area – means aircraft aprons, ramps, taxilanes and parking areas not under the positive control of the ATCT and where two-way radio communications with the ATCT is not required by aircraft or ground vehicles on Airport premises and as further defined in the FAA/AC 150-5300 “Airport Design.”

Pedestrian – means a person on foot, on a bicycle, in a wheelchair (motorized or manual), on a skateboard (motorized or manual) or on a scooter (motorized or manual).

Person – means any individual, estate, firm, association, political body, business, organization, group, partnership, business trust, company, corporation, or other legal entity including any member trustee, agent, employee, officer, receiver, assignee, or other representative of any of these.

Positive Control – Absolute or Active control.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Established by the County of San Diego
Department of Public Works

Runway – means a surfaced or un-surfaced area of the Airport reserved primarily for the landing and taking off of aircraft.

Self-Fueling – means fueling an aircraft that is owned in whole or partnership by the person fueling. This does not include fueling at the self-service fuel island.

Self-Service – Includes activities such as adjusting, repairing, cleaning and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. See FAR Part 43 for allowed self-service activities.

Specialized Aviation Service Operation (SASO) – An aeronautical business that offers a single or limited service.

Sublease – means a portion of an Airport that is subleased to an individual person or entity by a Master Lease/Lessee for a portion of the Master Lease parcel with approval of the Airports Director.

SWPPP – Storm Water Pollution Prevention Plan

Taxiway – means a defined path established for the taxiing of aircraft from one part of an airport to another.

Taxilane – means the portion of the aircraft parking area used for access between taxiways and aircraft parking positions.

Vehicle – means auto, truck, fuel truck, golf cart, motorcycle, moped, or any motorized equipment.



Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



Established by the County of San Diego
Department of Public Works

UPDATES

<u>Date of Update</u>	<u>Page Updated</u>	<u>Authorized By</u>
1. 03/01/2013	11 - 14	Peter Drinkwater
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Policies and Procedures

For fixed Base Operators, Lessees, Tenants, Permit Holders, Users, and Visitors



County Airports Policies and Procedures is established and adopted by the County of San Diego, Department of Public Works on the date indicated below.

PETER DRINKWATER

Date

Director, County Airports

JOHN L. SNYDER

Date

Director, Department of Public Works